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Minutes of the meeting of the Offshore Industry Advisory Committee held on 21 November 2007
 Richard Emmott Room
 Lord Cullen House, Aberdeen

ATTENDEES	
<p>Present</p> <p>Ian Whewell (Chairman) – HSE John Monks – IADC Paul Fairbrother – MCA Graham Tran – Unite, Amicus Section Andrew Campbell – WSCA Ian Tasker - STUC John Taylor –TGWU Steve Todd – RMT Graham Duff – DNV Allan Graveson – Nautilus Peter Carter – DBERR Bob Kyle – Oil & Gas UK</p>	<p>Robert Paterson – Oil & Gas UK Phil Ley – OCA Edmund Brookes – BROA Tom McLaren (Joint Chairman) – HSE Louisa Cooper – HSE Julie Voce-Pascoe – HSE</p> <p>Apologies</p> <p>Jane Bugler – IMCA Brian Negus – GMB Peter Bruce – COTA</p>

Item		
1	Introduction, apologies and minutes from the last OIAC meeting	
1.1	Tom McLaren opened the meeting in Ian Whewell’s absence. Tom welcomed everyone to the meeting. Tom informed members that Dave Rhodes (WSCA) and Dominic Cattini (IADC) have resigned from OIAC and welcomed their respective replacements. OIAC also welcomed Graham Duff to his first meeting. Under the agreed order of rotation, DNV will attend two meetings.	
1.2	Apologies were received from Jane Bugler, Brian Negus and Peter Bruce.	
1.3	The minutes of the meeting held on 16 th March 2007 were accepted as a true record of the meeting.	
1.4	Phil Ley requested that Item 3.3 in the June minutes be revised as this does not accurately reflect the discussion that took place.	Action: Secretariat to revise Item 3.3
1.5	Due to time restrictions and Peter Carter’s planned departure, AOB was taken early in the meeting.	
1.6	Peter Carter provided members with an update on the Carbon Capture and Storage (CCS) project, which was launched by BERR on 20 th November. Peter explained HSE have also been involved and there will be fresh legislation to cover gas storage and	

	development of CCS offshore. Julie Voce-Pascoe added that HSE will be adapting its regulatory framework, as existing legislation does not cover new installations.	
1.7	Tom informed members that this was Bob Kyle's last meeting. Robert Paterson will represent Oil & Gas UK at future meetings. John Taylor paid tribute to Bob's commitment to OIAC and the wealth of knowledge he has brought to the table. Members were unanimous in their agreement and thanked Bob for his contribution.	
2	Health and Safety Statistics Bulletin	
2.1	<i>Ian Whewell chaired from this point.</i> Ian presented the recent health and safety statistics, which were produced for Step Change and informed members that HSE will continue to provide these figures together with more detailed descriptions. Ian confirmed that accommodation incidents fall under the 'miscellaneous' section.	
2.2	Whilst these statistics are limited in aspect, they do give members a broad overview. However, Ian informed members that HSE is investigating how it may provide details of underlying causes and is currently looking to HSL to do this under a research contract agreement. This will involve quite a detailed analysis so may take time but Ian was hopeful that more detailed statistics will be provided at the June meeting.	
2.3	Edmund Brookes commented that the word 'achieved' was an unfortunate definition for accidents and requested that a more appropriate word be used. Members agreed and Ian undertook to revisit this definition.	Action: Ian to change 'achieved' in accident statistics
3	Workforce Involvement Group (WIG) update	
3.1	Julie informed OIAC that the expanded group met on 12 October. The group now consists of three workforce representatives, a Step Change representative and an IADC representative. Their next meeting is planned for 10 December.	
3.2	Julie updated members on Play Your Part explaining that the previous workgroup undertook the revision of this document with publication now expected in January. Members were made aware that this is an interim revision although the group have discussed a complete revision possibly in 2008. The group also discussed their current terms of reference.	
3.3	Julie informed members that HSE are planning a conference on 29 th April 2008 for 250 chief executives of the most prominent major hazard industry companies. The theme is the importance of process safety in the corporate culture across major hazard industries through personal leadership. Julie explained that WIG discussed the possibility of a workforce event and asked OIAC members for suggestions for the focus of the event prior to the next WIG meeting. Julie also related a discussion at the WIG meeting about whether attendance should be limited to health and safety representatives or the whole workforce. WIG concluded it should be extended to the whole workforce. Ian added that the idea of an HSE funded workshop arose from a discussion with Trade Union representatives as it has been some time since the last one. Initial ideas mooted for the focus of the	Action: Members to send suggestions to Julie of the focus of a workforce event.

	workshop include exploring what are the barriers to making safety representatives more effective and how to get increased knowledge on major accident risks and multiple protection.	
3.4	Members agreed with the idea of a workshop in principle but emphasised that any decisions taken at the event must be implemented. It was also felt there was no need for more legislation, instead, safety representatives must be empowered. Members also felt that the workshop should be held under the auspices of OIAC if it was to get full involvement and commitment from organisations.	
3.5	Ian agreed that the event must inform the way forward. If support is there for e.g. a code of practice for additional rights offshore, this would be a good step forward and HSE would look for collective support from the TUs. Ian agreed that OIAC should do all it can to ensure key representatives, not just safety representatives, are released to attend the event. A cross section of representatives is needed, not just those who happen to be on shore break. Bob Kyle suggested writing to Chief Executives of Trade Associations seeking their support for this event.	Action: Ian to contact Chief Executives seeking support for this event.
4	Occupational Health	
4.1	Ian introduced this item. Members requested previously that it be added to the agenda in order to discuss the role that OIAC can play in pushing forward the occupational health agenda.	
	Members agreed it was an appropriate issue for OIAC and discussed the merits of setting up a working group to deal with this issue. However, there was concern that a working group would be resource intensive and OIAC should be clear what is happening elsewhere to ensure any working group adds value.	
4.2	Phil commented that OCA recently received a comprehensive presentation on occupational health and suggested that OIAC receive the same presentation. Ian Tasker suggested a second presentation from the Scottish Centre for Healthy Working Lives. Members agreed this would be of benefit and would assist in identifying where OIAC could make the most efficient and effective use of resources.	Action: Secretariat to arrange presentations for the next OIAC meeting
5	Competence and training	
5.1	Ian introduced this item explaining it was added following the last OIAC meeting. Ian opened the discussion by asking members what contribution OIAC can make to the competence and training agenda.	
5.2	John Taylor mentioned that Step Change has a sub group with OPITO that looks at competency standards offshore. Although in its early stages, John suggested OIAC might find it useful to receive a report on how the project is developing. If members wished to know more, the group could be invited to a future meeting to give a presentation. Members felt this report would be useful and provide a view of the whole industry. With this information, it would be possible to see where any gaps are. Ian agreed that OIAC needs to be careful not to duplicate work and it would be useful to have information on what is happening currently in industry. <i>Ian left the meeting at this point.</i>	Action: Secretariat to identify current work in industry on competence. Action: Secretariat to arrange presentation and paper at next meeting
6	Research budget	

6.1	Tom informed members that the budget is under review and sought suggestions from members for future research topics.	
6.2	Members discussed the issue of charging and requested in particular whether the increase to rates under new charging arrangements would include an element for research.	
7	Priorities for the next 12 months, opportunities to promote OIAC and review terms of reference	
7.1	Members discussed future priorities for OIAC and there were polarised views as to whether the common Permit to Work system should be a priority. This item to be carried over to the next meeting.	
7.2	Members discussed future meeting dates. Secretariat agreed to proceed with arrangements for meetings in 2008. Secretariat will also circulate an electronic copy of the policy update to all members. Tom agreed he would also give an operational update to members at next meeting.	Action: Secretariat to contact members regarding meetings in 2008 and circulate policy update.
8	AOB	
8.1	See 1.6	